

NASA SMALL BUSINESS ADVOCATES AWARDS (SBAA)

2009 AGENCY LEVEL INDIVIDUAL/TEAM AWARDS NOMINATION FORM

Please read this form carefully. It contains important information about submitting your nomination.

The nomination must:

- Be submitted on this form
- Be typewritten, single-spaced and using Arial font size eleven
- Not exceed three (3) typed pages, excluding Nomination Form and Summary of Qualifications
- Use one (1) inch margins on all sides of the page

Additional supporting materials will not be reviewed by the Selection Committee. Only one individual and/or team may be nominated per form. **Nominations must be received at NASA Office of Small Business Programs (OSBP) by August 3, 2009. Nominations received after the deadline will be ineligible to be considered for a Small Business Advocates Award.**

Criteria

The nomination should address: Impact on NASA Small Business Program; Impact on NASA Mission; and Innovative Methodologies and Processes.

Eligibility

Individuals and/or teams must be nominated for the award by a NASA employee. They may be nominated for multiple categories but will receive the award in only one category. Self nominations will not be accepted. Nominations and award winners are restricted to NASA civil servant employees. Nominees cannot win in the same category in two (2) consecutive years.

Nominee Information

Employee (or Team) Name:

Telephone Number:

NASA Center:

Fax Number:

Center Address and Mail Code:

Manager:

Email Address:

Nomination Category:

Place an "x" next to the appropriate category.

- Small Business Specialist of the Year
 Technical Person (or Team) of the Year
 Procurement Person (or Team) of the Year
 Program (or Team) of the Year

Type name of person
submitting Nomination:

Signature: _____

**Nominations must be received no later than
August 3, 2009.**

Summary of Qualifications

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SBAA Agency Level Individual and/or Team Awards are competitive awards granted to one (1) person or team per category each year. Please type a brief but clear description of the contribution to small business rendered by the nominee, as related to the award criteria. Limit your description to the space provided.

- 1. General Impact on NASA Small Business Program.** Describe on page 3 the assistance provided NASA's Small Business Program, addressing both the short-term and long-term impacts on the program as well as the dollar impact on the program.
- 2. Impact on NASA Mission.** Discuss on page 4 the impact of the assistance provided, such as increased use of technology and/or cost savings, on the NASA mission.
- 3. Innovative Methodologies and Processes.** Discuss on page 5 any innovative methodologies and processes utilized to achieve the results stated in Criteria 1.

PLEASE DO NOT ATTACH ADDITIONAL PAGES

RETURN TO: truphelia.parker-1@nasa.gov

NOMINATIONS MUST BE RECEIVED NO LATER THAN AUGUST 3, 2009

(APRIL 2009)

I. GENERAL IMPACT ON NASA SMALL BUSINESS PROGRAM

Name of nominee: _____

Name of Center: _____

Type entry below:

PLEASE DO NOT ATTACH ADDITIONAL PAGES

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(APRIL 2009)

II. IMPACT ON NASA MISSION

Name of nominee:

Name of Center:

Type entry below:

III. INNOVATIVE METHODOLOGIES AND PROCESSES

Name of nominee:

Name of Center:

Type entry below: